

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY Bucharest
Notice of Funding Opportunity**

Funding Opportunity Title: Traveling Outdoor Photography Exhibit – Celebrating the 25th Anniversary of the U.S.–Romania Strategic Partnership

Funding Opportunity Number: BUCHAREST-PAS-FY22-001

Deadline for Applications: January 23, 2022

CFDA Number: 19.040

Total Amount Available: \$60,000

A. PROGRAM DESCRIPTION

U.S. Embassy Bucharest invites non-profit, non-governmental Romanian organizations, and institutions with demonstrable experience in creative areas including the visual arts (photography, architecture, painting, graphic design, printmaking, etc.), museums, or galleries, to apply for a grant to organize a traveling photography exhibition to highlight and celebrate the 25th anniversary of the U.S.-Romania Strategic Partnership (initiated July 1997.)

The exhibit will showcase the benefits that U.S. transatlantic cooperation has brought Romania and the Romanian people, as well as the numerous positive steps Romania has taken over the course of the past 25 years during its transition into an ever-more resilient democracy, American and NATO ally, and regional leader.

Background:

The Public Affairs Section of the U.S. Embassy in Bucharest seeks to secure a movable panel photography exhibit to serve as a traveling outdoor display celebrating the 25th Anniversary of the Strategic Partnership between the U.S. and Romania.

The three dimensions of the Strategic Partnership (Security, Economic Prosperity and Mutual Understanding/Cultural and Educational Exchange) will be visually represented and displayed within distinct thematic categories. The selection of photos and exhibit will highlight the importance of people-to-people relationships and celebrate the steps Romania has taken towards democracy and which brought the two nations closer as friends, partners, and allies.

Aim:

U.S. Embassy Bucharest seeks to deepen ties and continue to foster mutual understanding and respect through long-term partnership and cooperation between Romania and the United States of America.

The selected applicant—in close and frequent collaboration with the U.S. Embassy—will create and construct this project, through which the Romanian public will be able to recognize the benefits to the Romanian society of the U.S.-Romania Strategic Partnership, as

well as the positive people-to-people bonds between the two countries. Through this project the Romanian public will increase their support of continued democratic development and bilateral cooperation.

Programming components:

The exhibition must be ready for travel and installation by June 1, 2022. It will first be displayed at the Embassy's July Fourth event in Bucharest. It will be constructed/presented at six venues throughout Romania. These venues will be determined in conjunction with Embassy Bucharest. It will also be emplaced for maximum exposure during an official public unveiling on July 11, 2022.

Objectives and responsibilities:

The implementing partner will be expected to:

- Conceptualize the exhibition in close collaboration with the U.S. Embassy;
- Present their vision to Embassy representatives and provide expert advice on all design and display aspects of the exhibition throughout project duration;
- Identify and work with appropriate vendor(s) to implement curation of exhibition and establish design;
- Design, create/print, and prepare all exhibit items;
- Draft, in consultation with the U.S. Embassy, all accompanying narrative stories for each photograph;
- Provide transportation, installation, and dismantling of exhibit items for the set period of the exhibition;
- Cover marketing aspects of the exhibition (submission of a marketing plan to be approved by the U.S. Embassy, design and production of graphics, publications, and other promotional materials, as well as social media promotion);
- Be available to conduct site visits together with Embassy representatives and/or separately with project support staff, as needed;
- Venue identification in conjunction with Embassy;
- Work with venue partners on logistics;
- Install and dismantle, transport, maintain and store all exhibit items;
- Provide insurance coverage for the exhibit;
- Ensure the necessary safety measures for installing, dismantling and transportation, as well as identify prompt solutions to potential and real damage to the exhibit—to include without limitation, weather damage and graffiti;
- Cover costs for six opening receptions.

Budget:

Embassy Bucharest will make up to \$60,000 available for all aspects of exhibition design, development, production, preparation, installation, maintenance, insurance, transportation, storage, and the travel of curators and support staff.

Organizations wishing to apply for a grant to organize the 2022 Traveling Outdoor Exhibit Celebrating the 25th Anniversary of the U.S.-Romania Strategic Partnership should draft their proposals to include the following expenses in their budget:

- Design and creation and/or purchase of 30 reusable two-sided exhibition stands/panels, support structures and other components, in accordance with specific criteria as established together with the U.S. Embassy;
- Design and print photos and other exhibit materials and visual graphics, including: photo captions, labels, signage, brochures, posters, exterior banners, handouts, etc.;
- Research draft exhibition narratives for each photograph;
- Protective insulating material for the exhibition stands for transportation and storage;
- Transportation/delivery to six locations throughout Romania and installation thereat, according to established itinerary, as well as final storage at the U.S. Embassy;
- Insurance coverage/ liability for accidents and plan for panel replacement if needed;
- Refreshments for the opening receptions and other reasonable and important exhibit-related events as planned—each opening reception should include light refreshments for up-to 50 guests;
- Project coordination as well as financial coordination fees, as needed.

Selection of a successful application is wholly merit-based. The Embassy reserves the right to request adjustments to the proposal after the applicant is notified of having been selected.

B. FEDERAL AWARD INFORMATION

Length of performance period: February 1, 2022 – December 31, 2022

Number of awards anticipated: One (1)

Award amounts: awards may range from a minimum of \$50,000 to a maximum of \$60,000

Total available funding: \$60,000

Type of Funding: Post's PD.7 Funds

Anticipated program start date: February 1, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs must be completed in the established timeframe, as mutually agreed.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: not-for-profit, non-governmental Romanian organizations in the fields of visual arts, museum, galleries.

2. Cost Sharing or Matching

Based on available funds.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. -

Applicants must have knowledge of the Romanian cultural domain.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at
<https://www.grants.gov/web/grants/forms/sf-424-family.html>.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements are ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to A4 size, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424** (*Application for Federal Assistance – organizations*)
- **SF424A** (*Budget Information for Non-Construction programs*)
- **SF424B** (*Assurances for Non-Construction programs*)

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (Four to six pages, not including budget):

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, demonstrating an ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

- **Challenge Statement:** Clear, concise, and well-supported statement of the challenge to be addressed and why the proposed program is needed.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the incremental accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program will work to address the stated problem(s) and achieve the stated goal(s). Include a logic model if appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planning documents, deliverables, activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is a critical component of a successful grant. Throughout the time-frame of the grant, how will the activities be monitored to ensure they unfold in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, *if applicable*.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of all key personnel proposed for the program
 - Letters of support from program partners describing the roles and responsibilities of each partner
 - Official permission letters—if required—for program activities
- 3. Unique Entity Identifier and System for Award Management (SAM.gov) *NOTE:* This section is required and not optional.**

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are due no later than **January 23, 2021**.

5. Funding Restrictions

6. Other Submission Requirements

All application materials must be submitted by email to PASGrants@state.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated and program plan is likely to provide maximum impact in achieving the proposed results.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates an ability to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document as signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: An initial payment of 40% will be paid upon awarding of the contract, payable by electronic transfer. An additional 50% will be paid upon full completion and approval of the materials and plan for implementation, including the marketing plan. The final 10% will be paid upon full completion of the project and final report.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. At a minimum, grantees will be required to submit a financial and program report prior to the second payment, a program report after the first training session, and a final program and financial report, detailing all results, lessons learned, and accounting for all funds.

G. FEDERAL AWARDOING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: PASGrants@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other tangible personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages, including at events.